



City of Richmond
Planning, Permitting
& Licensing Department
600 MORTON STREET, RICHMOND, TEXAS 77469
PHONE 281-232-6871; FAX 281-238-1215

Subdivision Plat, Public Infrastructure, Site Plan, and Engineering Submittal Information, Requirements, & Forms

Plat Submittal Requirements:

Submittals shall be sent **only*** to the **City Permit Office**: 600 Morton Street, Richmond, Texas 77469, **unless** they are **Mylars** of Final Plats or **Mylars** of Final Construction Plans.

Plat Submittals turned in without the following items will not be routed for review:

PRELIMINARY PLATS

- Plats must be submitted to the **City Permit Office** (see plat submittal dates)
- Seven (7) copies of completed application form
- Seven (7) copies of the plat 24" X 36" folded into 8 ½" X 14"
- Required submittal fee paid (Payable to the 'City of Richmond')
- **PDF copy of Preliminary Plat Submittal**
- Two (2) copies of the utility one-line drawings with pipe sizes shown
- Letters verifying that the plat has been sent to the following entities for review:

All Plats:

- CenterPoint Energy
- Municipal Utility District
- Levee Improvement District
- Appropriate ISD (Fort Bend or Lamar Consolidated)
- Utility Companies in the area

ETJ Plats: (All of the above and)

- Fort Bend County Drainage District
- Fort Bend County Engineering
- One (1) 11" X 17" copy of the approved General Land Plan with proposed section shown, *if applicable*
- Two (2) copies of each existing easement file by separate instrument, *if applicable*
- Two (2) copies of each abandoned easement filed by separate instrument, *if applicable*

FINAL PLATS

- Plats must be submitted to the **City Permit Office** (See plat submittal dates)
- Seven (7) copies of completed application form
- Seven (7) copies of the plat 24" X 36" folded into 8 ½" X 14"
- Required submittal fee paid (Payable to the 'City of Richmond')
- **PDF copy of Final Plat Submittal**
- Two (2) copies of each:
 - Current Title Report/City Planning Letter (Max 30 days old)
 - Current Tax Certificates
 - Other information for Final Plat submittals requested by City Engineer
 - Utility Easement(s) filed by separate instrument, *if applicable*
- Public Infrastructure Requirements:
 - **Final & Short Form Final Plats:** Construction Plans:
 - Included with Final Plat or Submitted at an earlier time
 - Name of Plan & Date Submitted: _____
 - **Amending & Minor Plats:** two (2) copies of utility one-lines showing existing public utilities

No objection letters from applicable entities:

All Plats:

- CenterPoint Energy
- Municipal Utility District
- Levee Improvement District
- Appropriate ISD (Fort Bend or Lamar Consolidated)
- Utility Companies in the area

ETJ Plats:

- Fort Bend County Drainage District
- Fort Bend County Engineering
- **Replats & Amending Plats:** Seven (7) copies of the original plat
- One (1) 11" X 17" copy of the approved General Land Plan with proposed section shown, *if applicable*
- Two (2) copies of each existing easement file by separate instrument, *if applicable*
- Two (2) copies of each abandoned easement filed by separate instrument, *if applicable*
- **Construction, Public Infrastructure Plans required for Final Plat Approval.**

FINAL PLAT MYLAR SUBMITTALS:

- **Shall be submitted directly to the City Engineer for final review.**
- Final approved plats will be presented by the City Engineer to the City for signatures.
- The City will notify the applicant for pickup when all signatures are completed.
- **Send CD of pdf copy of Final Signed & Recorded Plat to City Engineer's Office:**
Kelly R. Kaluza & Associates, Inc., 3014 Avenue I, Rosenberg, Texas 77471

Site Plans & Public Infrastructure Submittal Requirements:

Submittals shall be **sent only*** to the City Permit Office – 600 Morton Street, Richmond, Texas 77469.

***Final Mylar Originals, for signatures, shall be delivered directly to the City Engineer's Office:**

Kelly R. Kaluza & Associates, Inc., 3014 Avenue I, Rosenberg, Texas 77471

- Plans must be submitted to the City Permit Office. Upon final approval a pre-construction meeting is required before construction may begin.
- Due Dilligence meeting is required.
- Unapproved plans, requiring re-submittal and a subsequent review before Mylars and signatures, shall follow the same procedure.

SITE PLAN APPLICATION SUBMITTALS without the following items will not be accepted:

- Five (5) Copies of the Completed Application
- Submittal Fee (Payable to the 'City of Richmond')
- Five (5) complete sets of Site Plan Packages (24" X 36")Including:
 - Cover sheet
 - Overall site plan
 - Recorded Plat or Copy of Plat in Review Process
 - Building Elevations
 - Paving and Drainage Engineered Civil Designs
 - Water and Sanitary Sewer Engineered Civil Designs
 - City of Richmond Engineering Standard Construction Detail Drawings
 - Landscaping Plan, Irrigation Plan, & Tree Survey (*if applicable*)
 - Photometric Plan (*if applicable*)
 - Storm Water Pollution Prevention Plan (SWPPP), in accordance with Texas Commission of Environmental Quality (TCEQ) Standards
- **PDF copy of Site Plan submittal**
- Five (5) Copies of Each of the Following:
 - Notification Letter to Applicable Property Owners' Association
 - No objection/approval letters from Applicable Entities:
 - Municipal Utility District
 - Levee Improvement District
 - Utility Companies in the area

CONSTRUCTION PLAN SUBMITTALS without the following items will not be accepted:

- Five (5) Copies of the Completed Application
- Submittal Fee (Payable to the 'City of Richmond')
- Five (5) complete sets of Construction Drawings
- Five (5) complete sets of Calculations and Specification manuals
- Five (5) complete sets of supplemental information
- **PDF copy of Construction Plan submittal**
- Five (5) Copies of Each of the Following:
 - Notification Letter to Applicable Property Owners' Association
 - No objection/approval letters from Applicable Entities:
 - Municipal Utility District
 - Levee Improvement District
 - Utility Companies in the area

City Inspections: Public Infrastructure Construction Application/Fee Requirements:

- Application, Contract Price Sheet, and Fee Payment (Payable to the 'City of Richmond') must be submitted to the City Permit Office prior to the Start of Construction. May be presented at the required pre-construction meeting.
- Pre-construction meeting is required before construction may begin. To schedule, please call Public Works – 281-342-0559.
- Three (3) paper copies and one electronic copy (.pdf) of the final approved (signed) plans and specifications to be presented at the pre-construction meeting. The pre-construction meeting may not be held without the plans, application, and fees as required.
- **Send CD of pdf copy of Final Approved & Signed plans to City Engineer's Office: Kelly R. Kaluza & Associates, Inc., 3014 Avenue I, Rosenberg, Texas 77471**

Engineering, Platting, & Infrastructure Plan Review & Submittal Information

City of Richmond **Planning, Permitting & Licensing** Department
City Hall Annex
600 Morton Street
Richmond, TX 77469

The City of Richmond has recently adopted the Unified Development Code (UDC) while ensuring that all future development is consistent with the UDC and adopted Comprehensive Master Plan and its principles, policies, objectives, and recommendations.

A copy of the Unified Development Code can be reviewed at:

www.richmondtx.gov

Plat & Public Infrastructure Construction Plan Submittal Information

Plat Review Application

Public Infrastructure Construction Plan Review Application

Public Infrastructure Construction City Inspections Application

Site Plan Review & Meeting Application

City Limits & WFBMD Corridors PDF Map

